

## Public Works

## Public Works

## All Funds

**Mission**

The Waukesha County Department of Public Works strives to provide quality infrastructure and services that meet or exceed the needs of our customers.

	2002 Actual	2003 Adopted Budget *	2003 Estimate	2004 Budget	Change from 2003 Adopted Budget	
					\$	%
<b>Public Works-General Fund</b>						
Expenditures	\$7,497,638	\$8,291,072	\$8,484,217	\$8,292,419	\$1,347	0.0%
Revenues	\$1,809,260	\$1,722,435	\$1,729,090	\$1,722,614	\$179	0.0%
Tax Levy	\$5,688,378	\$6,568,637	\$6,755,127	\$6,569,805	\$1,168	0.0%
<b>Transportation Fund</b>						
Expenditures	\$12,750,169	\$12,516,992	\$9,596,902	\$9,043,083	(\$3,473,909)	-27.8%
Revenues	\$11,468,480	\$11,285,055	\$8,377,077	\$7,797,521	(\$3,487,534)	-30.9%
Tax Levy	\$1,281,689	\$1,231,937	\$1,219,825	\$1,245,562	\$13,625	1.1%
<b>Central Fleet</b>						
Expenditures	\$2,326,281	\$2,600,509	\$2,609,297	\$2,700,186	\$99,677	3.8%
Revenues (a)	\$2,321,955	\$2,603,409	\$2,690,983	\$2,700,186	\$96,777	3.7%
Income (Loss) (b)	(\$4,326)	\$2,900	\$81,686	\$0	(\$2,900)	-100.0%
Tax Levy (c)	\$0	\$0	\$0	\$0	\$0	N/A
<b>Vehicle Replacement Fund</b>						
Expenditures	\$1,820,308	\$1,827,938	\$1,801,938	\$1,900,647	\$72,709	4.0%
Revenues (a)	\$1,952,384	\$1,839,180	\$1,803,341	\$1,948,907	\$109,727	6.0%
Income (Loss) (b)	\$132,076	\$11,242	\$1,403	\$48,260	\$37,018	329.3%
Tax Levy (c)	\$0	\$0	\$0	\$0	\$0	N/A
<b>Total All Funds</b>						
Expenditures	\$24,394,396	\$25,236,511	\$22,492,354	\$21,936,335	(\$3,300,176)	-13.1%
Revenues (a)	\$17,552,079	\$17,450,079	\$14,600,491	\$14,169,228	(\$3,280,851)	-18.8%
Income (Loss) (b)	\$127,750	\$14,142	\$83,089	\$48,260	\$34,118	241.3%
Tax Levy (c)	\$6,970,067	\$7,800,574	\$7,974,952	\$7,815,367	\$14,793	0.2%

(a) Includes Central Fleet fund balance appropriations of \$101,083 in 2003 and 2004, and General Fund balance of \$159,000 in 2003 and \$80,000 in 2004.

(b) Total expenditures and net operating income excludes capitalized fixed asset purchases and debt service principal repayment of Proprietary Funds to conform to financial accounting standards. Fixed asset purchases will be made out of operating revenues, and are included in the department's fixed asset request.

(c) Tax levy amount is not determined by expenditures less revenues due to proprietary fund accounting.

\* The 2003 Budget is restated (increased) for comparative purposes to reflect \$225,000 tax levy and expenditure to the Waukesha County Historical Society transferred from the Public Works – General Fund budget to Non-departmental- General Fund.

**Position Summary (FTE)**

Regular Positions	163.50	160.50	160.50	159.50	(1.00)
Extra Help	2.15	2.15	2.15	2.84	0.69
Overtime	4.36	4.27	4.31	3.43	(0.84)
Total	170.01	166.92	166.96	165.77	(1.15)

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**Departmental Objectives**

1. Continue implementation of a computerized maintenance management system within the Building Operations Division to provide better equipment and building asset maintenance history and inventory tracking, to establish a more formal and efficient maintenance work order scheduling and tracking system; and to develop a more complete and comprehensive preventative maintenance scheduling and tracking procedure (Task 1.1.a)
2. Continue to enhance campus security by assessing security risks in our buildings and develop a strategy report by the end of 2004 (Task 1.5.a/b)
3. Continue to develop and maintain a 21<sup>st</sup> century workforce through increased use of employee training (Task 1.2.a)
4. Enhance existing Internet site to provide relative information to our internal and external customers (Task 2.1.b)
5. Continue to respond to, or complete, a request for maintenance or housekeeping service within one business day (Goal 1.3)
6. Continue to work towards a 3.5 satisfaction rating by our customers for housekeeping and maintenance services (Goal 1.3)
7. Review current business workflows and practices. Make recommendations for improvement by end of second quarter 2004 (Goal 2.2.b)
8. Continue oversight and management of the contract with Waukesha Metro for the administrative services of the Waukesha County transit services.
9. Develop a comprehensive list of all County owned facilities and land parcels for their current and potential county public use.

**Major Departmental Strategic Achievements from 7/01/02 to 6/30/03**

1. Began implementation of the Computerized Maintenance Management System (CMMS) to track general and preventative maintenance of County facilities. Complete implementation will occur in 2005.
2. Developed and implemented an Internet site for our customers with expansion planned for 2003 and 2004.
3. Completed inventory of one-third of the County's pavement conditions in 2003. Selected resurfacing projects based on priorities developed by PAVER to improve pavement-riding quality.
4. Successfully reached an agreement with the Waukesha Historical Society to purchase the Waukesha County Annex building (Old Courthouse).
5. Exceed the goal of 14 hours of training per Highway Operations staff by an average of 5.02 hours per person, resulting in an average of 19.02 hours of training per person.
6. Began reviewing current business workflows and practices within the Central Fleet and Highway Operations Divisions. Full recommendations for improvement will be completed by end of third quarter 2003.
7. Researched and evaluated security technology alternatives. Research has resulted in the development of a long-term capital project for Courthouse and Administrative Center security, including use of a card access system to restrict entry to facilities; the installation of cameras at the main public entrances to facilities; and the installation of a security fence at the south end of the courtyard between buildings.
8. Successfully implemented a contract with Waukesha Metro to provide administrative services for the Waukesha County Transit Program. Since February 2003, this has resulted in Waukesha County being fully compliant in the Federal Transit Administration's Triennial Review; development of contracts with the vendors providing transit service; submission and acceptance of the 2002 National Transit Database report; and the submission and acceptance of the 2003 State and Federal Grant applications.

**General Fund****Public Works****Fund Purpose/  
Summary****Fund Purpose**

Through planning, design, construction and maintenance, preserve and extend the useful life of the County's facility and road infrastructure. Provide a safe and efficient work environment within the County facilities. Provide managerial, fiscal, technical and clerical support to the capital planning and implementation process in conjunction with an overall approach to addressing County infrastructure issues.

**Financial Summary**

	2002 Actual	2003 Adopted Budget *	2003 Estimate	2004 Budget	Change from 2003 Adopted Budget	
					\$	%
<b>General Fund</b>						
Personnel Costs	\$3,821,031	\$3,966,642	\$4,056,809	\$4,125,046	\$158,404	3.99%
Operating Expenses	\$3,276,516	\$3,669,086	\$3,769,465	\$3,476,551	(\$192,535)	-5.25%
Interdept. Charges	\$212,256	\$328,344	\$320,343	\$285,822	(\$42,522)	-12.95%
Fixed Assets	\$187,835	\$327,000	\$337,600	\$405,000	\$78,000	23.85%
<b>Total Expenditures</b>	<b>\$7,497,638</b>	<b>\$8,291,072</b>	<b>\$8,484,217</b>	<b>\$8,292,419</b>	<b>\$1,347</b>	<b>0.02%</b>
General Government	\$813,766	\$744,779	\$744,779	\$761,279	\$16,500	2.22%
Fine/Licenses	\$100,730	\$110,000	\$114,000	\$135,000	\$25,000	22.73%
Charges for Services	\$488,697	\$275,431	\$275,431	\$275,466	\$35	0.00%
Interdepartmental	\$400,086	\$416,225	\$416,225	\$453,869	\$37,644	9.04%
Other Revenue	\$5,981	\$176,000	\$178,655	\$97,000	(\$79,000)	-44.89%
<b>Total Revenues</b>	<b>\$1,809,260</b>	<b>\$1,722,435</b>	<b>\$1,729,090</b>	<b>\$1,722,614</b>	<b>\$179</b>	<b>0.01%</b>
<b>Tax Levy (a)</b>	<b>\$5,688,378</b>	<b>\$6,568,637</b>	<b>\$6,755,127</b>	<b>\$6,569,805</b>	<b>\$1,168</b>	<b>0.02%</b>

**Position Summary (FTE)**

Regular Positions	73.40	71.40	71.40	71.40	0.00
Extra Help	2.15	2.15	2.15	1.92	(0.23)
Overtime	1.05	1.14	1.14	0.71	(0.43)
<b>Total</b>	<b>76.60</b>	<b>74.69</b>	<b>74.69</b>	<b>74.03</b>	<b>(0.66)</b>

(a) Includes General Fund Balance of \$159,000 in 2003 and \$80,000 in 2004 .

(b) Amount shown is actual expenditure less revenue achieved

\* The 2003 Budget is restated for comparative purposes to reflect \$225,000 tax levy and expenditure to the Waukesha County Historical Society transferred from the Public Works – General Fund budget to Non-departmental-General Fund.

## Property Management

## Program Description

This division manages rental properties by coordinating with and supervising a real estate firm in the collection of revenues and repair of residential properties, which the county owns. This division also administers the disposal or sale of properties when necessary. In addition, this division is responsible for management of non-rental properties the county acquires through land acquisitions, tax foreclosures, etc. Management can include securing properties, demolition of sites, or sale of sites.



## Performance Measures

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Maintain a 95% Occupancy Rate for All Properties.	100%	95%	100%	95%	0%
# of Rental Properties	6	6	6	6	0

<b>Staffing (FTE)</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>	<b>0.00</b>
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Personnel Costs	\$7,191	\$5,896	\$5,884	\$6,183	\$287
Operating Expenses	\$118,903	\$48,950	\$49,000	\$13,000	(\$35,950)
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$126,094</b>	<b>\$54,846</b>	<b>\$54,884</b>	<b>\$19,183</b>	<b>(\$35,663)</b>
General Government	\$52,614	\$0	\$0	\$0	\$0
Charges for Services	\$37,901	\$37,600	\$37,600	\$37,747	\$147
<b>Total Revenues</b>	<b>\$90,515</b>	<b>\$37,600</b>	<b>\$37,600</b>	<b>\$37,747</b>	<b>\$147</b>
<b>Tax Levy (a)</b>	<b>\$35,579</b>	<b>\$17,246</b>	<b>\$17,284</b>	<b>(\$18,564)</b>	<b>(\$35,810)</b>

(a) Negative tax levy from revenues over expenditures are used to partially offset tax levy in other general fund program areas.



## Program Highlights

It is estimated that the County will continue to maintain and collect rental revenue from six rental properties in 2004. The County contracts with a property management company to oversee the management of these properties. This company retains 6% of the rent collected. Rental rates are increasing about 2% in 2004. In addition to rental properties, this program area is also responsible for the maintenance, repair, or demolition of County properties that don't generate rental revenue. The department does not anticipate the razing or demolition of properties in 2004, therefore funding for this has been decreased.

## Building Projects/Project Implementation

## Program Description

It is this division's responsibility to coordinate all building related capital projects in the five-year capital plan. This coordination consists of following County Project Control Methodology to present, implement, design, construct and observe all new and renovated or remodeled capital projects. Measurements of successful projects are realized in both fiscal management and timely completion of each project.



## Performance Measures

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Complete 95% of Planned Capital Projects on Time and Within Budget.	97%	95%	97%	97%	2%

## General Fund

## Public Works

## Program



	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>3.01</b>	<b>2.97</b>	<b>2.97</b>	<b>3.02</b>	<b>0.05</b>
Personnel Costs	\$219,892	\$234,398	\$240,494	\$257,502	\$23,104
Operating Expenses	\$7,381	\$25,750	\$30,100	\$17,700	(\$8,050)
Interdept. Charges	\$1,419	\$2,150	\$2,200	\$1,700	(\$450)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$228,692</b>	<b>\$262,298</b>	<b>\$272,794</b>	<b>\$276,902</b>	<b>\$14,604</b>
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Tax Levy</b>	<b>\$228,692</b>	<b>\$262,298</b>	<b>\$272,794</b>	<b>\$276,902</b>	<b>\$14,604</b>



## Program Highlights

Salaries include the transfer of 0.05 FTE of the Building Operations Manager time into this program area to more accurately account for his time spent managing capital projects. This budget is remaining stable from the 2003 budget base, continuing to provide administrative support to the capital projects and to provide building project services to the other County departments. Based on historical spending, funds for outside architectural and engineering services have been reduced in 2004

## Current and Proposed Capital Projects

Project #	Project Name	Expected Completion Year	Total Project Cost	Est. % Complete End of 03	Est. Operating Impact (a)
200107	Northview Demolition	2004	\$974,400	5%	TBD
200426	Northview Laundry/Boiler Demolition	2004	\$365,400	0%	TBD
200330	Metro Unit Relocation	2004	\$200,000	25%	\$0
9805	Retzer Building Expansion	2004	\$1,299,200	10%	See Parks
9705	UWW Southview Renovation (a)	2004	\$1,500,000	99%	\$0
200210	Communications Center	2004	\$6,894,000	60%	\$1.9 million
200304	HHS Energy Management System	2004	\$275,000	90%	(\$10,000)
200303	Northview Boiler Replacement	2004	\$250,000	5%	(\$25,000)
200305	Computerized Maintenance System	2005	\$165,000	40%	TBD
9919	UWW Northview Hall 133 (a)	2005	\$354,000	0%	\$0
200108	Justice Facility Project Phase I	2005	\$33,865,000	20%	See Sheriff
9920	Lower Northview Hall Refur. (a)	2005	\$2,975,000	0%	\$0
200318	UWW Switch/Transformer Rplc(a)	2005	\$460,000	5%	\$0
200410	Crthouse/Crtroom Remodel Phase II	2005	\$500,000	0%	\$0
200415	HHS AHU Replacement	2005	219,000	0%	TBD
200328	Crthse Admin Center Security	2006	\$260,000	40%	\$0
200326	Justice Facility Project Phase II	2008	\$14,325,000	0%	See Sheriff
200416	Courthouse Boiler Replacement	2008	678,000	0%	TBD
2003073 <sup>rd</sup>	Floor Courthouse Fireproofing	2008	\$280,000	0%	\$0
200407	Hwy Ops Center Storage Building	2008	\$250,000	0%	Minimal

(a) On-going operational costs funded by State UW-System

## Building Improvement Plan

## Program Description

Review building structure, mechanical systems and other needs on a regular basis to ensure they are still of good quality and functioning in the most effective manner. Plan for long-term maintenance and repairs and develop a five-year funding plan.



## Performance Measures

Complete 95% of the Planned Projects.

2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
87%	90%	95%	95%	5%

## Staffing (FTE)

0.45	0.45	0.45	0.45	0.00
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Personnel Costs	\$19,537	\$34,767	\$34,392	\$36,827	\$2,060
Operating Expenses	\$230,400	\$370,600	\$544,500	\$298,750	(\$71,850)
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$163,990	\$327,000	\$337,600	\$405,000	\$78,000
<b>Total Expenditures:</b>	<b>\$413,927</b>	<b>\$732,367</b>	<b>\$916,492</b>	<b>\$740,577</b>	<b>\$8,210</b>
Other Revenue	\$0	\$159,000	\$161,555	\$80,000	(\$79,000)
<b>Total Revenues:</b>	<b>\$0</b>	<b>\$159,000</b>	<b>\$161,555</b>	<b>\$80,000</b>	<b>(\$79,000)</b>
<b>Tax Levy</b>	<b>\$413,927</b>	<b>\$573,367</b>	<b>\$754,937</b>	<b>\$660,577</b>	<b>\$87,210</b>

## Program Highlights

Staffing levels for this program continue at the same levels as 2003. Projects in the plan are identified by the Public Works staff as necessary improvements to buildings, are requested by other County employees as improvements to their work areas, or have been designated and scheduled per the LAW study conducted in 1999. Fund balance revenues of \$80,000 are proposed in 2004, as compared to \$159,000 in 2003, to offset the costs of projects. This funding is not expected to continue in 2005.



## Activity

Activity	2002 Actual	2003 Budget	2003 Estimate (a)	2004 Budget	Budget Change
Number of Projects	58	50	58	42	(8)
Total Value	\$393,776	\$697,600	\$864,289	\$703,750	\$6,150

(a) Includes carryover projects and funds.

Five Year Maintenance Plan by Function	2003 Budget	2004 Budget	2005 Plan	2006 Plan	2007 Plan	2008 Plan
Justice & Law Enforcement	\$246,100	\$239,000	\$219,500	\$231,000	\$397,464	\$128,200
Health & Human Services	\$236,600	\$240,350	\$253,200	\$185,650	\$77,108	\$154,280
Parks, Educ, & Land Use	\$106,000	\$70,000	\$95,000	\$141,800	\$126,000	\$197,500
Public Works	\$43,900	\$12,400	\$68,700	\$33,400	\$32,300	\$67,812
General Administration	\$65,000	\$142,000	\$119,000	\$100,000	\$100,000	\$190,000
<b>Total Plan</b>	<b>\$697,600</b>	<b>\$703,750</b>	<b>\$755,400</b>	<b>\$691,850</b>	<b>\$732,872</b>	<b>\$737,792</b>

## Energy Consumption

## Program Description

Review of utility bills to monitor energy consumption. Identify possible equipment inefficiencies so repairs can be performed to eliminate energy waste, and identify specifications in new equipment to ensure future energy efficiencies.

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.20</b>	<b>0.10</b>
Personnel Costs	\$9,700	\$10,686	\$10,057	\$18,433	\$7,747
Operating Expenses	\$1,183,970	\$1,264,730	\$1,250,170	\$1,336,868	\$72,138
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$1,193,670</b>	<b>\$1,275,416</b>	<b>\$1,260,227</b>	<b>\$1,355,301</b>	<b>\$79,885</b>
Charges for Services	\$450,796	\$237,831	\$237,831	\$237,719	(\$112)
<b>Total Revenues:</b>	<b>\$450,796</b>	<b>\$237,831</b>	<b>\$237,831</b>	<b>\$237,719</b>	<b>(\$112)</b>
<b>Tax Levy</b>	<b>\$742,874</b>	<b>\$1,037,585</b>	<b>\$1,022,396</b>	<b>\$1,117,582</b>	<b>\$79,997</b>

## Program Highlights

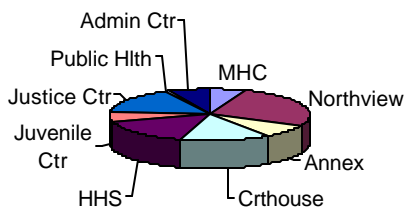
Personnel costs include an additional 0.10 FTE Building Operations Supervisors' time shifted to this program area to more correctly reflect personnel time allocations. Utility expenses are expected to increase from the 2003 budget base by an average of 5.7%. The department continues to maintain and improve the buildings' infrastructure to provide for the most efficient heating and cooling systems. As systems are updated, utility usage is monitored and budgets are adjusted accordingly.

## Activity

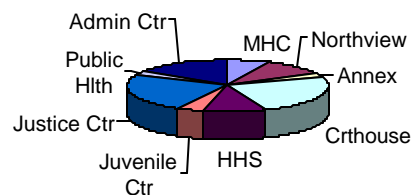
## Utility Source

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Electricity (Kilowatt-Hrs)	12,074,318	12,000,000	12,000,000	12,000,000	0
Natural Gas (Therms)	646,256	625,000	625,000	625,000	0
Water/Sewer (Gallons)	36,533,900	37,000,000	37,000,000	37,000,000	0

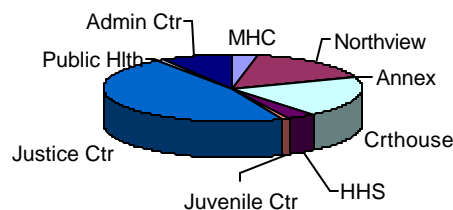
2002 Therms by Location



2002 KWH by Location



2002 Gallons by Location



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## Contracted Services Management

**Program Description**

Schedule and monitor contracted maintenance services to track the condition of the equipment. Services include elevators, fire alarms, sprinkler systems, security services, waste disposal services, and high technology equipment maintenance including security cameras and cell doors at the Justice Center. Identify new areas where service contracts would be cost beneficial.

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.40</b>	<b>0.20</b>
Personnel Costs	\$18,396	\$21,368	\$20,115	\$36,868	\$15,500
Operating Expenses	\$360,371	\$400,725	\$403,000	\$373,200	(\$27,525)
Interdept. Charges	\$91,132	\$122,702	\$122,702	\$146,812	\$24,110
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$469,899</b>	<b>\$544,795</b>	<b>\$545,817</b>	<b>\$556,880</b>	<b>\$12,085</b>
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Tax Levy</b>	<b>\$469,899</b>	<b>\$544,795</b>	<b>\$545,817</b>	<b>\$556,880</b>	<b>\$12,085</b>

**Program Highlights**

Personnel costs include an additional 0.20 FTE Building Operations Supervisors' time shifted to this program area to more correctly reflect personnel time allocations. Staff is responsible for the administration of contracts required for the operations of the building systems. The service contract budget is showing a decrease from the 2003 budget; however, the 2004 budget amount represents an annual increase of 3% from the 2002 actual expenses. Interdepartmental charges include insurance charges of almost \$81,800, security services budgeted at \$60,200, and telephone expenses for some of the building systems budgeted at \$4,800. Security services are enhanced at the Administration Building and the Courthouse.

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## Building Maintenance &amp; Services

## Program Description

Perform daily preventative maintenance inspections and repairs to the buildings and their systems. This division is also responsible for maintaining the interior aesthetics of the buildings, including painting walls, cleaning/repairing wallpaper, replacing worn signs, and replacing light bulbs. Other services include the set up of meeting rooms, moving furniture, and other services as requested. This program area is the main contact with our departmental customers for all building maintenance needs.



## Performance Measures

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Customer Satisfaction Rating (Goal = 3.50)					
Service Quality	N/A	3.50	3.89	3.50	0.00
Building Security	N/A	3.50	3.56	3.50	0.00
Processes & Procedures	N/A	3.50	3.88	3.50	0.00
Gen'l Staff Services	N/A	3.50	4.23	3.50	0.00

5.00 = Perfect Score  
 4.50 = Excellent performance  
 4.00 = Very Good performance  
 3.50 = Good performance  
 3.00 = Satisfactory

<b>Staffing (FTE)</b>	<b>24.01</b>	<b>22.92</b>	<b>22.92</b>	<b>22.30</b>	<b>(0.62)</b>
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Personnel Costs	\$1,213,670	\$1,149,658	\$1,157,378	\$1,193,941	\$44,283
Operating Expenses	\$620,867	\$623,344	\$625,400	\$605,400	(\$17,944)
Interdept. Charges	\$53,659	\$51,122	\$46,446	\$53,462	\$2,340
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$1,888,196</b>	<b>\$1,824,124</b>	<b>\$1,829,224</b>	<b>\$1,852,803</b>	<b>\$28,679</b>
Interdepartmental	\$304,586	\$329,425	\$329,425	\$359,965	\$30,540
Other Revenue	\$355	\$0	\$100	\$0	\$0
<b>Total Revenues:</b>	<b>\$304,941</b>	<b>\$329,425</b>	<b>\$329,525</b>	<b>\$359,965</b>	<b>\$30,540</b>
<b>Tax Levy</b>	<b>\$1,583,255</b>	<b>\$1,494,699</b>	<b>\$1,499,699</b>	<b>\$1,492,838</b>	<b>(\$1,861)</b>



## Program Highlights

Personnel costs have been reallocated in this program area. 0.30 FTE Building Operations Supervisor has been shifted out of this program and 0.05 FTE Building Operations Manager has been shifted into this program. This reallocation of time more accurately reflects the staff time spent in this program. Overtime is expected to decrease from the 2003 budget. Operating expenses reflect historical use of materials and supplies required to maintain the County buildings. Decreases in operating expenses are due to the shift of contracted services funds to the Contract Services Management program budget and due to a reduction in funding for outside architectural and engineering services. Revenues reflect the cross charge to the Mental Health Center for the maintenance of the building.



## Activity

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Service Requests Received	2,170	1,600	3,000	3,000	1,400
Work Orders Issued	4,806	4,700	5,000	5,000	300
Maintenance Hrs Available	33,000	31,000	31,000	31,000	0
Buildings Maintained	118	117	117	117	0

## Housekeeping Services

## Program Description

Responsible for maintaining a clean work atmosphere in portions or all areas of the Courthouse, Human Services Center, Northview, Justice Center, Juvenile Center and Public Health Center. The housekeeping staff follows a planned schedule of cleaning, but also responds to individual requests for specific areas of need.

## Performance Measures



	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
<u>Customer Satisfaction Rating (Goal=3.50)</u>					
In House Services	4.30	3.50	3.80	3.50	0.00
Contract Cleaning	2.90	3.50	3.49	3.50	0.00

## In-House Services

<b>Staffing (FTE)</b>	<b>26.80</b>	<b>25.94</b>	<b>25.94</b>	<b>25.78</b>	<b>(0.16)</b>
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Personnel Costs	\$989,327	\$1,077,175	\$1,068,261	\$1,114,852	\$37,677
Operating Expenses	\$80,335	\$92,075	\$89,750	\$85,729	(\$6,346)
Interdept. Charges	\$120	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$1,069,782</b>	<b>\$1,169,250</b>	<b>\$1,158,011</b>	<b>\$1,200,581</b>	<b>\$31,331</b>
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Tax Levy</b>	<b>\$1,069,782</b>	<b>\$1,169,250</b>	<b>\$1,158,011</b>	<b>\$1,200,581</b>	<b>\$31,331</b>

## Contract Cleaning

<b>Staffing (FTE)</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>	<b>0.00</b>
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Personnel Costs	\$20,795	\$22,503	\$22,572	\$23,822	\$1,319
Operating Expenses	\$223,749	\$259,500	\$259,500	\$314,104	\$54,604
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$244,544</b>	<b>\$282,003</b>	<b>\$282,072</b>	<b>\$337,926</b>	<b>\$55,923</b>
Interdepartmental	\$95,500	\$86,800	\$86,800	\$93,904	\$7,104
<b>Total Revenues:</b>	<b>\$95,500</b>	<b>\$86,800</b>	<b>\$86,800</b>	<b>\$93,904</b>	<b>\$7,104</b>
<b>Tax Levy</b>	<b>\$149,044</b>	<b>\$195,203</b>	<b>\$195,272</b>	<b>\$244,022</b>	<b>\$48,819</b>

## Housekeeping Services (cont.)

**Program Highlights**

Personnel Costs reflect 0.10 FTE of the Building Operations Manager being shifted out of this program area to more accurately reflect time spent in this program. Overtime is being reduced slightly based on historical usage. Housekeeping supervisory staff is the primary point of contact for communication from other county personnel for all housekeeping concerns. Contracted cleaning services, budgeted at \$296,400 are used to clean the Mental Health Center, the Administration Center and the Highway Operations buildings. The current, three-year contract expires at the end of 2003. It is anticipated that the cost for this service will increase approximately \$50,000 from the 2003 budget base. The Mental Health Center expects to manage a lower increase within their operating budget constraints. Revenues in the program reflect recovery of Mental Health Center costs through the Mental Health Center budget.

**Activity****Buildings Cleaned within this budget**

<u>In-House</u>	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Buildings Cleaned Daily	7	6	6	6	0
Floor Area Cleaned Daily	373,400	341,800	341,800	341,800	0

Considers Courthouse, H&HS Center, Juvenile Center, Public Health Center, Justice Center and Northview. Includes SEWRPC leaving in 2002 and Annex building sold in 2003.

**Contract Cleaning**

Buildings Cleaned Daily	2	6	6	6	0
Floor Area Cleaned Daily	213,565	234,565	234,565	234,565	0

Includes Administration Center, Mental Health Center, Highway Operations Center and three highway substations

## Engineering Services

## Program Description

The Engineering Services Division is the main point of contact for meeting the customers' technical needs and requests concerning major road projects. This division administers the design and construction of county trunk highways and bridges. The work involves planning of capital projects, selecting consultants for design work and construction management or providing "in-house" design services, administering contracts, acquiring right of way, advertising and awarding construction contracts, and administering the construction contracts and activities. In addition, the Engineering Services Division works with the Operations Division in resurfacing of asphalt pavements, replacement of culverts, roadside ditching projects and side bank cutting.



## Performance Measures

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
<u>Bridge Conditions</u>					
Sufficiency Index Benchmark:	80.0	80.0	80.0	80.0	0.0
Sufficiency Index: Actuals	82.5	82.7	85.7	86.0	3.3
Number of Bridges	52	52	52	52	0.0
<u>Pavement Condition Index</u>					
PCI—Benchmark	70.0	70.0	70.0	70.0	0.0
PCI—Actual					
Asphalt—primary	76	72	76	75	3.0
Asphalt—secondary	72	68	72	71	3.0
Asphalt—tertiary	76	74	76	75	1.0
PCI -- Concrete	45	39	44	43	4.0

## Staffing (FTE)

7.41	7.45	7.45	7.18	(0.27)
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Personnel Costs	\$440,439	\$491,706	\$477,681	\$479,344	(\$12,362)
Operating Expenses	\$72,116	\$57,300	\$87,900	\$29,400	(\$27,900)
Interdept. Charges	\$4,636	\$5,290	\$5,102	\$5,630	\$340
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$517,191</b>	<b>\$554,296</b>	<b>\$570,683</b>	<b>\$514,374</b>	<b>(\$39,922)</b>
General Government	\$363,452	\$363,452	\$363,452	\$363,452	\$0
Other Revenue	\$2,350	\$0	\$0	\$0	\$0
<b>Total Revenues:</b>	<b>\$365,802</b>	<b>\$363,452</b>	<b>\$363,452</b>	<b>\$363,452</b>	<b>\$0</b>
<b>Tax Levy</b>	<b>\$151,389</b>	<b>\$190,844</b>	<b>\$207,231</b>	<b>\$150,922</b>	<b>(\$39,922)</b>

## Program Highlights



Personnel costs reflect the reduction of one summer student intern and the shift of overtime costs to the Permit Services program to more accurately reflect the true overtime costs. This budget includes funding for 0.92 FTE student interns during the summer months and 1.0 FTE co-op students throughout the year. Operating costs are being reduced due to the completion of the asset management database contract. Internal staff will now conduct bridge inspections, which have previously been conducted through an outside contract. State Highway Transportation Aids are anticipated to remain at the 2003 base levels.

## General Fund

## Public Works

## Program

## Engineering Services (Cont.)

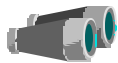
					2003	
Project #	Project Name	Total Project Cost	Total County Cost	Non-County Fed/State Revenues	Est. % Compl. Yr End	Est. Operating Impact
	On-going Program Projects	For 2004				
9131	Bridge Aid Program	\$150,000	\$150,000	\$0	N/A	\$0
9715	Repaving Program	\$2,090,000	\$2,090,000	\$600,000	N/A	\$0
9817	Culvert Replacement Program	\$100,000	\$100,000	\$0	N/A	\$0
200427	Signal/Safety Improvements	Place named-see 200424 & 200423		\$0	N/A	\$0
	To be Completed in 2004					
9706	CTH L, CTH O-124 <sup>th</sup> St.	\$11,321,000	\$11,321,000	\$0	30%	\$23,000
9711	CTH L, Box Culvert	\$352,000	\$352,000	\$0	40%	\$0
9815	CTH P, Road T - Road P, Rehab	\$2,485,000	\$2,485,000	\$0	20%	Reduced
9810	CTH X, Genesee Creek Bridge	\$552,000	\$205,000	\$347,000	50%	Reduced
9901	CTH J, Rockwood Dr – STH 190	\$12,610,000	\$5,069,000	\$9,493,000	30%	\$20,000
9908	CTH I, Little Muskego Creek Bridge	\$774,000	\$774,000	\$0	30%	Reduced
200007	CTH LO, Jericho Creek Bridge	\$332,000	\$332,000	\$0	30%	Reduced
200008	CTH E, Oconomowoc River Bridge	\$584,000	\$509,000	\$75,000	20%	Reduced
200421	CTH TT, Northview Rd Intersection	\$400,000	\$0	\$400,000	0%	\$5,000
200422	CTH C, Main St – Bark River Bridge	\$100,00	\$100,000	\$0	0%	Reduced
200423	CTH K, CTH V Intersection & Signals	\$490,000	\$490,000	\$0	0%	\$5,000
200424	CTH T, CTH SS Signals	\$259,000	\$259,000	\$0	0%	\$5,000
	To be Completed in 2006					
9115	CTH Q, Colgate – STH 175	\$11,944,000	\$11,944,000	\$0	10%	\$36,700
	To be Completed in 2007					
200104	CTH O, CTH I to STH 59	\$5,715,000	\$5,715,000	\$0	0%	\$15,000
200202	CTH H, I43 Fox River Bridge	\$230,000	\$230,000	\$0	0%	Reduced
200420	CTH SR, Fox River Bridge & Approaches	\$754,000	\$288,000	\$466,000	0%	Reduced
	To be Completed in or beyond 2008					
9707	CTH VV, CTH Y-Bette Rd	\$13,582,000	\$13,582,000	\$0	0%	\$29,000
9903	CTH Y, I-43 to CTH I	\$13,039,000	\$13,039,000	\$0	0%	\$48,000
9904	CTH X,STH 59-Harris Highlands	\$12,333,000	\$3,485,000	\$8,848,000	0%	\$18,000
200009	CTH TT, USH 18 – Northview	\$3,345,000	\$3,345,000	\$0	0%	\$9,000
200011	CTH L, CTH Y-CTH O	\$22,597,000	\$22,597,000	\$0	0%	\$23,000
200425	CTH I, CTH ES – CTH O	\$3,284,000	\$3,284,000	\$0	0%	\$16,500

## Traffic Control

**Program Description**

Provides for the maintenance, engineering and placement of traffic signals, signs and pavement markings on the County Trunk Highway System.

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>5.65</b>	<b>5.70</b>	<b>5.70</b>	<b>5.70</b>	<b>0.00</b>
Personnel Costs	\$294,814	\$315,931	\$319,160	\$339,652	\$23,721
Operating Expenses	\$340,430	\$362,620	\$379,145	\$366,650	\$4,030
Interdept. Charges	\$707	\$581	\$1,000	\$1,000	\$419
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$635,951</b>	<b>\$679,132</b>	<b>\$699,305</b>	<b>\$707,302</b>	<b>\$28,170</b>
General Government	\$381,327	\$381,327	\$381,327	\$381,327	\$0
Other Revenue	\$1,514	\$15,000	\$15,000	\$15,000	\$0
<b>Total Revenues:</b>	<b>\$382,841</b>	<b>\$396,327</b>	<b>\$396,327</b>	<b>\$396,327</b>	<b>\$0</b>
<b>Tax Levy</b>	<b>\$253,110</b>	<b>\$282,805</b>	<b>\$302,978</b>	<b>\$310,975</b>	<b>\$28,170</b>

**Program Highlights**

Staffing levels are remaining stable from 2003 to 2004. The budget includes \$138,000 for electricity costs, an increase of \$18,000, which reflects the cost of additional signals and increased costs. Signal maintenance costs are budgeted at \$58,000. These funds include the cost of cabinet maintenance and Digger's Hotline charges. Signage is budgeted at \$65,000 and pavement-marking materials are budgeted at \$93,000. One additional barcode scanner is being requested in 2004 to complete the equipment purchases to fully implement the sign database project. Revenues include reimbursements for signal knockdowns and State Highway Transportation Aids. Both revenues are anticipated to remain at the 2003 base levels.

**Activity**

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Traffic Signals	63	65	72	77	12
Avg annual maint cost for one traffic signal	\$4,803	\$4,150	\$4,201	\$3,806	(344)

## Permit Processing

## Program Description

The Permit Processing program area is the main point of contact for meeting the customers' requests concerning driveway and utility permits. Staff works with utility companies, developers, and homeowners to review applications and answer questions about utility and access permits.

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>2.20</b>	<b>2.20</b>	<b>2.20</b>	<b>2.04</b>	<b>(0.16)</b>
Personnel Costs	\$139,261	\$144,314	\$134,683	\$134,256	(\$10,058)
Operating Expenses	\$0	\$1,300	\$0	\$0	(\$1,300)
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$139,261</b>	<b>\$145,614</b>	<b>\$134,683</b>	<b>\$134,256</b>	<b>(\$11,358)</b>
Fines/Licenses	\$100,730	\$110,000	\$114,000	\$135,000	\$25,000
<b>Total Revenues:</b>	<b>\$100,730</b>	<b>\$110,000</b>	<b>\$114,000</b>	<b>\$135,000</b>	<b>\$25,000</b>
<b>Tax Levy</b>	<b>\$38,531</b>	<b>\$35,614</b>	<b>\$20,683</b>	<b>(\$744)</b>	<b>(\$36,358)</b>



## Program Highlights

Personnel costs reflect the shift of 0.20 FTE Clerk Typist II from this program area to the Administration program area. This change is the result of workload shifts due to the complete implementation of the permit database program in 2003. Permit fees will be increasing in 2003 to a rate that more accurately reflects the true cost of issuing a permit.



## Activity

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Driveway & Miscellaneous					
Permits Processed	123	110	140	140	30
Utility Permits Processed	374	370	425	400	30

## Communication Center

## Program Description

Responsible for start-up of new Communication Center in 2003. The 2004 operations budget for Communication Center is included under the Justice and Public Safety Area while continuing to be part of the Department of Public Works.

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
<b>Staffing (FTE)</b>					
Personnel Costs	\$0	\$0	\$114,208	\$0	\$0
Operating Expenses	\$0	\$127,592	\$13,300	\$0	(\$127,592)
Interdept. Charges	\$0	\$69,136	\$68,536	\$0	(\$69,136)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$0</b>	<b>\$196,728</b>	<b>\$196,044</b>	<b>\$0</b>	<b>(\$196,728)</b>
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Tax Levy</b>	<b>\$0</b>	<b>\$196,728</b>	<b>\$196,044</b>	<b>\$0</b>	<b>(\$196,728)</b>

## Administrative Services

## Program Description

This area serves as the first and primary point of contact for the public and other government agencies. This division provides the overall administrative direction for the department; maintains financial and administrative records for the department; provides central supervision for all organizational units. The Administrative Services program is responsible for coordinating and providing efficient administrative/clerical support to the department.

	2002 Actual	2003 Budget*	2003 Estimate	2004 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>6.32</b>	<b>6.31</b>	<b>6.31</b>	<b>6.51</b>	<b>0.20</b>
Personnel Costs	\$448,009	\$458,240	\$451,924	\$483,366	\$25,126
Operating Expenses	\$37,994	\$34,600	\$37,700	\$35,750	\$1,150
Interdept. Charges	\$60,583	\$77,363	\$74,357	\$77,218	(\$145)
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$546,586</b>	<b>\$570,203</b>	<b>\$563,981</b>	<b>\$596,334</b>	<b>\$26,131</b>
General Government	\$16,373	\$0	\$0	\$16,500	\$16,500
Other Revenue	\$1,762	\$2,000	\$2,000	\$2,000	\$0
<b>Total Revenues:</b>	<b>\$18,135</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$18,500</b>	<b>\$16,500</b>
<b>Tax Levy</b>	<b>\$528,451</b>	<b>\$568,203</b>	<b>\$561,981</b>	<b>\$577,834</b>	<b>\$9,631</b>

\* The 2003 Budget is restated for comparative purposes to reflect \$225,000 tax levy and expenditure to the Waukesha County Historical Society transferred from the Public Works – General Fund budget to Non-departmental-General Fund.



## Program Highlights

Other than a shift of 0.20 FTE Clerk Typist II from Permit Processing to Administration to more accurately reflect work assignments, personnel costs represent stable staffing levels from 2003 to 2004. Operating expenses are decreasing due to shifting the funding of a \$225,000 building-operating grant to the Historical Society to the Non-Departmental budget in 2004. General Governmental Revenues are increasing due to the every other year nature of receiving reimbursement for the administration of the Local Road Improvement Program.



**Transportation****Public Works****Fund Purpose/  
Summary****Fund Purpose**

Provide for transportation related activities including roadways and transit services. Activities include the maintenance, repair, and operation of the County Trunk Highway System and providing the necessary labor, equipment and materials to maintain the State Trunk Highway System as specified by the Wisconsin Department of Transportation. Transit activities include bus services to selected areas of Waukesha County; primarily addressing the transit needs of employers and employees commuting between Waukesha County and its neighboring counties. Paratransit service to the physically challenged along a parallel commuting corridor is also provided in accordance with the Americans with Disabilities Act.

**Financial Summary**

	2002 Actual	2003 Adopted Budget	2003 Estimate	2004 Budget	Change from 2003 Adopted Budget	
					\$	%
<b>Transportation Fund</b>						
Personnel Costs	\$3,891,155	\$4,142,064	\$4,063,015	\$4,338,724	\$196,660	4.7%
Operating Expenses	\$5,135,054	\$4,562,662	\$2,791,266	\$1,993,689	(\$2,568,973)	-56.3%
Interdept. Charges	\$3,713,582	\$3,763,266	\$2,697,621	\$2,695,670	(\$1,067,596)	-28.4%
Fixed Assets	\$10,378	\$49,000	\$45,000	\$15,000	(\$34,000)	-69.4%
<b>Total Expenditures</b>	<b>\$12,750,169</b>	<b>\$12,516,992</b>	<b>\$9,596,902</b>	<b>\$9,043,083</b>	<b>(\$3,473,909)</b>	<b>-27.8%</b>
General Government	\$9,715,644	\$9,808,623	\$7,964,140	\$7,369,596	(\$2,439,027)	-24.9%
Fine/Licenses	\$0	\$0	\$0	\$0	\$0	N/A
Charges for Services	\$169,219	\$110,000	\$125,000	\$140,000	\$30,000	27.3%
Interdepartmental	\$1,537,759	\$1,360,332	\$280,887	\$280,875	(\$1,079,457)	-79.4%
Other Revenue	\$45,858	\$6,100	\$7,050	\$7,050	\$950	15.6%
<b>Total Revenues</b>	<b>\$11,468,480</b>	<b>\$11,285,055</b>	<b>\$8,377,077</b>	<b>\$7,797,521</b>	<b>(\$3,487,534)</b>	<b>-30.9%</b>
<b>Tax Levy (a)</b>	<b>\$1,281,689</b>	<b>\$1,231,937</b>	<b>\$1,219,825</b>	<b>\$1,245,562</b>	<b>\$13,625</b>	<b>1.1%</b>
<b>Position Summary (FTE)</b>						
Regular Positions	72.10	71.10	71.10	70.10	(1.00)	
Extra Help	0.00	0.00	0.00	0.92	0.92	
Overtime	3.25	3.07	3.11	2.67	(0.40)	
<b>Total</b>	<b>75.35</b>	<b>74.17</b>	<b>74.17</b>	<b>73.69</b>	<b>(0.48)</b>	

(a) Amount shown for 2002 Actuals is actual expenditures minus actual revenues. 2002 adopted Tax Levy was \$1,214,696.

## County Operations

## Program Description

The Operations Division provides service directly to the public by keeping County trunk highways safe and well maintained. This includes plowing, salting, and sanding in the winter; repaving highway pavement and shoulders; mowing of roadsides and median strips; cutting back vegetation from the right of way; clearing culverts, drainage ditches and catch basins; and concrete and asphalt repair. To perform these tasks, the division operates a fleet of vehicles and equipment at the highway operations center and at four substations located throughout the County. The Operations Division also provides services to other County departments and municipalities on a cost reimbursement basis.



## Performance Measures

	Actual 2002	2003 Benchmark	2004 Benchmark
Avg Safety Incentive Rating	96.16%	> 91.0%	> 92.0%
Sick Hrs vs. Total Hrs	3.02%	< 3.0%	< 2.8%
Customer Satisfaction	100.00%	> 92.0%	> 94.0%
Training Hrs per Employee	19.02 hrs	> 14 hrs	> 16 hrs

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>45.05</b>	<b>45.92</b>	<b>45.92</b>	<b>45.98</b>	<b>0.06</b>

Personnel Costs	\$2,470,525	\$2,502,115	\$2,535,465	\$2,732,680	\$230,565
Operating Expenses	\$1,055,227	\$987,340	\$925,720	\$957,108	(\$30,232)
Interdept. Charges	\$2,177,566	\$2,391,219	\$1,208,519	\$1,240,004	(\$1,151,215)
Fixed Assets	\$10,378	\$49,000	\$45,000	\$15,000	(\$34,000)
<b>Total Expenditures:</b>	<b>\$5,713,696</b>	<b>\$5,929,674</b>	<b>\$4,714,704</b>	<b>\$4,944,792</b>	<b>(\$984,882)</b>
General Government	\$4,007,985	\$4,007,986	\$4,007,986	\$4,007,986	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$169,219	\$110,000	\$125,000	\$140,000	\$30,000
Interdepartmental	\$1,537,759	\$1,360,332	\$280,887	\$280,875	(\$1,079,457)
Other Revenue	\$45,858	\$6,100	\$7,050	\$7,050	\$950
<b>Total Revenues:</b>	<b>\$5,760,821</b>	<b>\$5,484,418</b>	<b>\$4,420,923</b>	<b>\$4,435,911</b>	<b>(\$1,048,507)</b>
<b>Tax Levy</b>	<b>(\$47,125)</b>	<b>\$445,256</b>	<b>\$293,781</b>	<b>\$508,881</b>	<b>\$63,625</b>



## Program Highlights

Personnel costs are projected to increase over 10% from the 2003 budget. This is partly due the continuing trend of reduced State reimbursements for personnel costs resulting in a change of the total allocation of personnel costs from 60% in 2003 to 64% in 2004. In addition, increases also result from a change in the labor contract, which includes for the first time Disability Insurance pay and Post Employment Health Plan pay beginning in 2003. Health Insurance costs are projected to be increasing by over 9% from 2003. The 2004 budget includes funding for extra help to hire summer students to help with the maintenance of the rapidly increasing amount of medians on the County Trunk Highway System.

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County Operations (cont.)

Interdepartmental Charges are decreasing substantially due to a change in accounting for State use of equipment. In the past, the County Highway program received revenue and an offsetting expense that was directly related to the amount of revenue the State paid for equipment use. The auditors determined this procedure resulted in doubling the actual expense of equipment costs. Their recommendation was to net the State equipment costs against the County costs resulting in showing only the true, total costs of equipment. Therefore, the interdepartmental charges for vehicle fuel, repair/maintenance and replacement charges are decreasing from the 2003 budget. Offsetting this reduction in expenditures is an equal reduction in State equipment cross charge revenue.

State Highway Aids are unchanged from the 2003 budgeted levels of \$4,007,986. Charges for Services, which are primarily revenues related to pavement marking services and for salt and sand mix sales to municipalities, are increasing based on actual history and due to a surcharge on salt sales started in 2002 resulting in additional revenues.

**Activity**

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Centerline miles of road maintained -- County	387	385	386	390	5
Centerline miles of road maintained -- Other	150	160	160	160	0
County Lane Miles Crackfilled	34	35	20	30	(5)
Crackfilling 2 lane highways*	\$2,100.00	\$2,119.43	\$2,200.00	\$2,300.00	\$180.57
Center line striping*	\$225.00	\$230.74	\$240.00	\$250.00	\$19.26
Mowing—1 linear mile	\$150.00	\$160.00	\$165.00	\$175.00	\$15.00
Avg Annual maint 1 lane mile	\$4,917	\$5,163	\$5,163	\$5,421	\$258

\* Cost per mile

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## State Highway Operations

## Program Description

Provide the necessary labor, equipment, and materials to maintain the State Trunk Highway System as specified by the Wisconsin Department of Transportation. Maintenance tasks performed include plowing, salting and sanding in winter; highway pavement repair; pavement marking; mowing and vegetation control in summer. Minor construction projects will also be performed by agreement with the State. A cost accounting system for the purposes of obtaining reimbursement for work performed is also maintained.

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>29.20</b>	<b>28.15</b>	<b>28.15</b>	<b>27.61</b>	<b>(0.54)</b>
Personnel Costs	\$1,396,346	\$1,630,012	\$1,517,574	\$1,595,491	(\$34,521)
Operating Expenses	\$438,142	\$207,800	\$242,750	\$244,050	\$36,250
Interdept. Charges	\$1,519,829	\$1,357,959	\$1,475,014	\$1,440,183	\$82,224
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$3,354,317</b>	<b>\$3,195,771</b>	<b>\$3,235,338</b>	<b>\$3,279,724</b>	<b>\$83,953</b>
General Government	\$3,366,304	\$3,195,771	\$3,245,656	\$3,279,724	\$83,953
<b>Total Revenues:</b>	<b>\$3,366,304</b>	<b>\$3,195,771</b>	<b>\$3,245,656</b>	<b>\$3,279,724</b>	<b>\$83,953</b>
<b>Tax Levy (a)</b>	<b>(\$11,987)</b>	<b>\$0</b>	<b>(\$10,318)</b>	<b>\$0</b>	<b>\$0</b>

(a) Amount shown for 2002 Actuals is actual expenditures minus actual revenues.



## Program Highlights

The State Highway Maintenance program of the budget is a non-tax levy supported program. All expenses are approved and reimbursed by the State. Personnel Costs reflect abolishing one Patrol Worker position in 2004. This is the result of steadily declining reimbursements from the State for personnel costs. County levy can no longer support the funding of this position. The 2004 budget includes funding for extra help to hire summer students to help with the maintenance of the rapidly increasing amount of medians on the State Trunk Highway System. Reimbursement revenues are based on historical actuals and are anticipated to increase about 2% from the 2003 budgeted levels.



## Activity

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Centerline miles of road maintained	241	245	245	245	0
Centerline miles of road striped	100	120	130	130	10
Lane miles maintained	850	850	870	880	30

Source: WisDOT

## Transit Services

**Program Description**

Through contracts with the private sector, this program provides fixed route and commuter bus service to address the mass transit needs of employers and employees commuting between Waukesha County and its neighboring counties. Currently the Waukesha County Transit System operates predominately rapid and express routes, parallel to and along the I-94 Oconomowoc-Waukesha-Milwaukee corridor, although services also exist between the southern and eastern tier communities and the Milwaukee Central Business District (CBD) and UWM.

Fixed bus route services extend eastbound into Milwaukee County as traditional 'commuter' services carrying workers to jobs in the Milwaukee CBD. Non-traditional 'reverse commuter' services also exist to respond to the labor needs in Waukesha County, bringing workers from Milwaukee County into areas in Waukesha County where job density is high, especially in existing and developing industrial parks. This fund also provides Paratransit services serving the disabled population who are unable to utilize the fixed route service, as outlined in the 1990 Americans with Disabilities Act (ADA).

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.00</b>
Personnel Costs	\$24,284	\$9,937	\$9,976	\$10,553	\$616
Operating Expenses	\$3,641,301	\$3,367,522	\$1,622,796	\$792,531	(\$2,574,991)
Interdept. Charges	\$16,187	\$14,088	\$14,088	\$15,483	\$1,395
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$3,681,772</b>	<b>\$3,391,547</b>	<b>\$1,646,860</b>	<b>\$818,567</b>	<b>(\$2,572,980)</b>
General Government	\$2,341,355	\$2,604,866	\$710,498	\$81,886	(\$2,522,980)
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$0	\$0	\$0	\$0
Interdepartmental	\$0	\$0	\$0	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues:</b>	<b>\$2,341,355</b>	<b>\$2,604,866</b>	<b>\$710,498</b>	<b>\$81,886</b>	<b>(\$2,522,980)</b>
<b>Tax Levy (a)</b>	<b>\$1,340,417</b>	<b>\$786,681</b>	<b>\$936,362</b>	<b>\$736,681</b>	<b>(\$50,000)</b>

**Program Highlights**

The Waukesha County Transit program is administered by Waukesha Metro Transit through a contract with the City of Waukesha. Funding from State and Federal sources will be directly received and paid to vendors by the Waukesha Metro. The 2004 budget proposes service reductions on some routes and the elimination of portions of routes 9 and 106 that were Job Access & Reverse Commute (JARC) funded. Congestion Mitigation Air Quality (CMAQ) funding is being proposed for a new route providing service from downtown Waukesha to the business parks located north of I-94 on both sides of CTH J. The current contracts for routes expire at the end of 2003, therefore Waukesha Metro will be sending our requests for proposals in the 3<sup>rd</sup> quarter of 2003 and have proposals evaluated by the end of the 3<sup>rd</sup> quarter of 2003. New contracts will become effective January 2004. The 2004 budget proposes abolishing the currently unfunded Transit Coordinator position. 0.10 FTE of the Business Manager's position remains funded in this budget. In addition, Waukesha County continues direct responsibility for the maintenance of the park and ride lots at Goerke's Corners, CTH G, and Pilgrim Road.

**Activity**

Route Information:	
901 -	Weekday service between City of Waukesha and downtown Milwaukee and UWM, includes Paratransit services
904 -	Weekday service between Oconomowoc and downtown Milwaukee
905 -	Weekday service between Oconomowoc and downtown Milwaukee
906 -	Weekday service between Mukwonago and Milwaukee via I-43
9 -	Weekday service to Menomonee Falls and Butler
10 -	Brookfield Square Extension
11 -	Downtown Waukesha to Business Parks North of I94 in Pewaukee
218 -	New Berlin Industrial Park Shuttle
79 -	Weekday Menomonee Falls to downtown Milwaukee
106 -	Weekday service to Menomonee Falls Industrial Park
1 -	Waukesha Metro to Brookfield Square
6 -	Quad Graphics route West Allis/New Berlin
8 -	Quad Graphics route Sussex/Pewaukee

Ridership				
Route	2002 Actual	2003 Budget	2003 Estimate	2004 Budget
1	102,010	96,200	91,330	91,350
6	6,448	9,000	5,376	5,300
8	21,757	18,500	7,793	7,800
9	27,920	36,000	17,582	17,500
10	162,724	215,000	151,454	151,500
79	46,158	42,000	47,299	47,500
106	6,578	15,000	5,393	5,300
218	N/A	21,000	17,501	17,500
901	167,756	190,000	172,944	165,500
904	N/A	N/A	-	14,000
905	67,314	68,000	73,872	60,000
906	29,701	28,000	34,958	35,000
Total	638,366	738,700	625,502	618,250

**Fund Purpose**

An internal service fund set up to account for the maintenance and repair of all county-owned motorized equipment. The operation includes a county-wide fuel dispensing system; a stockroom to furnish parts and supplies for vehicle repair and maintenance; the operation of a service truck for maintaining equipment in the field; the maintenance of a data base of vehicle repair costs, receiving, setup and issuing of all new vehicles and equipment to County departments; and disposal of surplus vehicles and equipment for County departments. Other activities include assisting the Department of Administration--Purchasing Division in the development of equipment specifications and in the evaluation of bids, assisting user departments in making vehicle maintenance, repair, and replacement decisions and exploring the use of new technologies (electronic diagnostics, alternative fuels, etc.) for improving the County's fleet capability.

**Financial Summary**

	2002 Actual	2003 Adopted Budget	2003 Estimate	2004 Budget	Change from 2003 Adopted Budget	
					\$	%
<b>Central Fleet Fund</b>						
Personnel Costs	\$979,835	\$1,072,965	\$1,049,340	\$1,125,991	\$53,026	4.9%
Operating Expenses	\$1,312,298	\$1,486,284	\$1,519,667	\$1,529,015	\$42,731	2.9%
Interdept. Charges	\$34,151	\$41,260	\$40,290	\$45,180	\$3,920	9.5%
Fixed Assets (Memo)(a)	(\$22,310)	\$0	\$0	\$0	\$0	N/A
<b>Total Expenditures</b>	<b>\$2,326,284</b>	<b>\$2,600,509</b>	<b>\$2,609,297</b>	<b>\$2,700,186</b>	<b>\$99,677</b>	<b>3.8%</b>
General Government	\$0	\$0	\$0	\$0	\$0	N/A
Fine/Licenses	\$0	\$0	\$0	\$0	\$0	N/A
Charges for Services	\$0	\$42,043	\$132,500	\$122,388	\$80,345	191.1%
Interdepartmental (b)	\$2,147,456	\$2,450,283	\$2,445,000	\$2,464,715	\$14,432	0.6%
Other Revenue (c)	\$174,499	\$111,083	\$113,483	\$113,083	\$2,000	1.8%
<b>Total Revenues</b>	<b>\$2,321,955</b>	<b>\$2,603,409</b>	<b>\$2,690,983</b>	<b>\$2,700,186</b>	<b>\$96,777</b>	<b>3.7%</b>
<b>Oper.Inc/(Loss)</b>	<b>(\$4,329)</b>	<b>\$2,900</b>	<b>\$81,686</b>	<b>\$0</b>	<b>(\$2,900)</b>	
<b>Tax Levy</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>
<b>Position Summary (FTE)</b>						
Regular Positions	18.00	18.00	18.00	18.00	0.00	
Extra Help	0.00	0.00	0.00	0.00	0.00	
Overtime	0.06	0.06	0.06	0.05	(0.01)	
<b>Total</b>	<b>18.06</b>	<b>18.06</b>	<b>18.06</b>	<b>18.06</b>	<b>(0.01)</b>	

(a) Total expenditures and net operating income exclude fixed asset purchases to conform with financial accounting standards. Fixed asset purchases will be made out of operating revenues and cash balances and are included in the department's fixed assets expenditure request.

(b) Revenues generated from interdepartmental charges are provided by various revenue sources including tax levy funding.

(c) Includes Central Fleet fund balance appropriation \$101,083 in 2003 and 2004 for the facility.

**Departmental Objectives**

1. Working with other County departments, identify specialized equipment and develop a utilization plan to avoid costly duplication of equipment ownership. (Task 1.3.b)
2. Provide customers real-time fleet maintenance report writing capabilities and training that are user friendly and tailored to their needs. (Task 2.1.c)
3. Develop and execute a plan to cross train staff and incorporate newly hired support staff into the team. (Task 1.2.b)

**Major Departmental Strategic Achievements from 7/01/02 to 6/30/03**

1. By July 2003, integrate upgraded parts/labor scanner technology into operations. (Goal 2.2.d)
2. Increased revenues from external customers by over 200% from 2001 to 2002.

**Repair & Maintenance****Program Description**

Provides for the maintenance and repair for all county-owned motorized equipment. This includes a stockroom, a service truck for on-site customer repairs, and the maintenance of a database of vehicle repair costs, receiving, setup, and new vehicle issuance. This division also provides repair and maintenance services to external customers.



Performance Measures				2002	2003	2003	2004	Budget
				Actual	Budget	Estimate	Budget	Change
Total Work Orders				6,841	7,100	7,100	7,100	0
Internal	Customer	Work	Orders	6,614	6,900	6,900	6,900	0
External	Customer	Work	Orders	227	200	400	400	200
Total Int. Cust. Rep./Maint. Revenues				\$1,601,474	\$1,748,268	\$1,750,000	\$1,747,840	(\$428)
Total Ext Cust. Rep./Maint. Revenues				\$129,885	\$37,043	\$130,000	\$117,388	\$80,345
Total External Customers				3	3	3	3	0
Total PM's vs. Repairs				30.3% PM's		36%		
Total Direct Warranty Work Completed by Internal Staff				\$6,140		\$9,324		
Marked	Squad	Basic	PM Costs	\$29.93		\$32.04		
				<u>Benchmark</u>		<u>Actual</u>		
Customer Satisfaction				85%		91%		
Vehicle Comebacks				2%		.01%		
Marked Squad A PM				.50 hours		.48 hours		
Outfront Mower PM				2.00 hours		2.10 hours		
Patrol Truck Availability				93%		91%		



## Repair & Maintenance (continued)

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>17.71</b>	<b>17.71</b>	<b>17.71</b>	<b>17.70</b>	<b>(0.01)</b>
Personnel Costs	\$960,411	\$1,051,607	\$1,027,459	\$1,103,434	\$51,827
Operating Expenses	\$825,254	\$838,616	\$881,377	\$865,772	\$27,156
Interdept. Charges	\$33,437	\$40,910	\$39,590	\$44,410	\$3,500
Fixed Assets (Memo)(a)	(\$22,310)	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$1,819,102</b>	<b>\$1,931,133</b>	<b>\$1,948,426</b>	<b>\$2,013,616</b>	<b>\$82,483</b>
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$37,043	\$130,000	\$117,388	\$80,345
Interdepartmental (b)	\$1,623,474	\$1,773,268	\$1,775,000	\$1,777,840	\$4,572
Other Revenue (c)	\$174,499	\$111,083	\$113,483	\$113,083	\$2,000
<b>Total Revenues</b>	<b>\$1,797,973</b>	<b>\$1,921,394</b>	<b>\$2,018,483</b>	<b>\$2,008,311</b>	<b>\$86,917</b>
<b>Operating Income/(Loss)</b>	<b>(\$21,129)</b>	<b>(\$9,739)</b>	<b>\$70,057</b>	<b>(\$5,305)</b>	<b>\$4,434</b>
<b>Tax Levy</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

(a) Total expenditures and net operating income exclude fixed asset purchases to conform with financial accounting standards. Fixed asset purchases will be made out of operating revenues and cash balances and are included in the department's fixed assets expenditure request.

(b) Revenues generated from interdepartmental charges are provided by various revenue sources including tax levy funding.

(c) Includes Central Fleet fund balance appropriation of \$101,083 in 2003 and 2004 for the facility.



### Program Highlights

Other than a slight decrease in projected overtime, staffing is remaining stable from 2003 to 2004. Personnel costs are increasing at a rate of about 4% for salaries and at about 7% for benefits. The primary reasons for the increase in Operating Expenses are due to the cost of parts and the cost of commercial services used for repairs and maintenance. These cost projections are based on a three-year history of vehicle repairs and maintenance. Workers Compensation costs and Vehicle Liability costs are increasing over \$4,500. These costs are based on a five-year loss average.

2004 Central Fleet Rates are as follows:

Heavy labor rate:	\$71.25, 2.6% increase from 2003
Light labor rate:	\$59.50, 2.6% increase from 2003
Service rate:	\$65.50, 2.8% increase from 2003
Parts markup:	15%, 0% increase from 2003
Commercial markup:	15%, 1% increase from 2003

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**Central Fueling**
**Program Description**

Provides a county-wide fuel dispensing system, providing fuel to all county vehicles. Also provides compressed natural gas fuel to county customers and external customers.

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
<b>Staffing (FTE)</b>	<b>0.35</b>	<b>0.35</b>	<b>0.35</b>	<b>0.35</b>	<b>0.00</b>
Personnel Costs	\$19,424	\$21,358	\$21,881	\$22,557	\$1,199
Operating Expenses	\$487,044	\$647,668	\$638,290	\$663,243	\$15,575
Interdept. Charges	\$714	\$350	\$700	\$770	\$420
Fixed Assets	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures:</b>	<b>\$507,182</b>	<b>\$669,376</b>	<b>\$660,871</b>	<b>\$686,570</b>	<b>\$17,194</b>
General Government	\$0	\$0	\$0	\$0	\$0
Fine/Licenses	\$0	\$0	\$0	\$0	\$0
Charges for Services	\$0	\$5,000	\$2,500	\$5,000	\$0
Interdepartmental	\$523,982	\$677,015	\$670,000	\$686,875	\$9,860
Other Revenue	\$0	\$0	\$0	\$0	\$0
<b>Total Revenues:</b>	<b>\$523,982</b>	<b>\$682,015</b>	<b>\$672,500</b>	<b>\$691,875</b>	<b>\$9,860</b>
<b>Operating Income/(Loss)</b>	<b>\$16,800</b>	<b>\$12,639</b>	<b>\$11,629</b>	<b>\$5,305</b>	<b>(\$7,334)</b>
<b>Tax Levy</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Program Highlights**

The major program change within the Central Fueling operation is within the area of equipment repair and maintenance. Due to the addition of 12 more fuel sites in 2001, costs to maintain and repair the pumps have steadily increased. Budgeted expenses are increasing from \$15,000 in 2003 to \$20,000 in 2004. In addition, the depreciation on the 2000 fuel capital project has increased almost \$5,000 due to a change in the useful life from 20 years to 15 years. Fuel costs have been budgeted at \$1.50 per gallon, consistent with the 2003 budget. Usage is estimated to increase slightly, based on a three-year history.

2004 Central Fleet rates are as follows:

Fuel markup: \$0.19 per gallon, \$0.01 increase from 2003

**Activity**

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Fuel Sites maintained	17	17	18	18	1
Gallons sold	408,971	402,985	407,000	406,435	3,450
CNG gallons sold	2,740	5,000	2,700	5,000	0
External CNG customers	4	5	4	4	(1)

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# Vehicle Replacement Fund

# Public Works

# Mission/Summary

## Mission

The Vehicle/Equipment Replacement Fund is an interest bearing Internal Service Fund established to finance necessary and justified vehicle/equipment replacements. The County adopted a Vehicle Replacement plan for certain vehicles and contractor type equipment. With the exception of certain utility vehicles, the Vehicle Replacement Plan will only include those items with a replacement cost of \$7,500 or greater and a useful life of two or more years. Contractor equipment includes unlicensed off-road vehicles, construction equipment, large maintenance tools and equipment, and other rolling stock. The plan allows for the funding of replacements through contributions to the Replacement Fund by user departments with inflationary increases on replacements funded by investment income applied to the Fund. Year-to-year fluctuations within the departmental base budgets will be reduced as a result of the plan. Replacement decisions are based on usage, service, and cost issues. A regular replacement cycle will keep the condition of the fleet at an optimum level reducing fleet maintenance costs and excessive out of service situations.

## Financial Summary

	2002 Actual	2003 Adopted Budget	2003 Estimate	2004 Budget	Change from 2003 Adopted Budget	
					\$	%
<b>Vehicle Replacement Fund</b>						
Personnel Costs	\$0	\$0	\$0	\$0	\$0	N/A
Operating Expenses	\$1,736,562	\$1,742,658	\$1,716,658	\$1,815,318	\$72,660	4.2%
Interdept. Charges	\$83,746	\$85,280	\$85,280	\$85,329	\$49	0.1%
Fixed Assets (Memo)(a)	\$0	\$1,526,600	\$1,246,777	\$2,769,469	\$1,242,869	81.4%
<b>Total Expenditures (a)</b>	<b>\$1,820,308</b>	<b>\$1,827,938</b>	<b>\$1,801,938</b>	<b>\$1,900,647</b>	<b>\$72,709</b>	<b>4.0%</b>
General Government	\$23,894	\$0	\$0	\$0	\$0	N/A
Fine/Licenses	\$0	\$0	\$0	\$0	\$0	N/A
Charges for Services	\$0	\$0	\$0	\$0	\$0	N/A
Interdepartmental (b)	\$1,623,681	\$1,604,180	\$1,578,341	\$1,584,407	(\$19,773)	-1.2%
Other Revenue (c)	\$304,809	\$235,000	\$225,000	\$364,500	\$129,500	55.1%
<b>Total Revenues</b>	<b>\$1,952,384</b>	<b>\$1,839,180</b>	<b>\$1,803,341</b>	<b>\$1,948,907</b>	<b>\$109,727</b>	<b>6.0%</b>
<b>Net Income/ (Loss)(a)</b>	<b>\$132,076</b>	<b>\$11,242</b>	<b>\$1,403</b>	<b>\$48,260</b>	<b>\$37,018</b>	<b>329.3%</b>
<b>Tax Levy (a)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>

(a) Total expenditures and net operating income exclude fixed assets to conform with financial accounting standards. Fixed asset purchases will be funded by operating revenues and existing fund balance and are included in the department's fixed asset request.

(b) Interdepartmental revenues are replacement charges to departmental users, which may be funded by a combination of sources including tax levy.

(c) Includes revenues from vehicle and equipment sales. Investment income is accounted for in the fund and is used for increasing future replacement costs, but is not budgeted.

## Position Summary (FTE)

No positions are budgeted in this fund.

**Departmental Objectives**

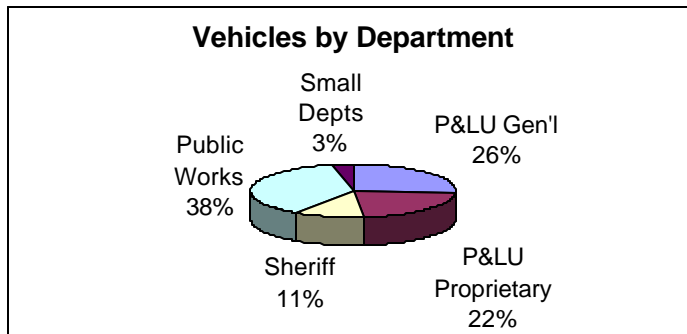
1. By end of second quarter 2004, a Vehicle Replacement Advisory Committee, consisting of representatives from Public Works, Parks and Land Use, Purchasing Division, Accounting Division and Central Fleet Division, will review and make recommendations on the 2005 to 2009 replacement plan.
2. By end of second quarter 2004, Vehicle Replacement Advisory Committee will review established replacement criteria and make changes where appropriate.
3. By the end of the first quarter 2004, coordinate vehicle replacement information with the Central Fleet repair and maintenance software.

**Major Departmental Strategic Achievements from 7/01/02 to 6/30/03**

1. Continue to phase in the use of the redesigned vehicle replacement fund database to be fully implemented by end of 2003.

**Vehicle Replacement Plan**

**Program Description**



The Vehicle/Equipment Replacement Fund is an interest bearing Internal Service Fund established to finance necessary and justified vehicle/equipment replacements. Departments retain ownership of the their vehicles and are cross charged for the future replacement costs.



**Performance Measures**

Number of vehicles replaced compared to planned replacements

2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
100%	100%	87%	100%	0%



**Program Highlights**

Depreciation is assessed at one-half year charge for the acquisition and disposition years of a vehicle. Full year depreciation is assessed all other years. Depreciation increases are a result of additions to the plan the first full-year depreciation charge on the 2003 vehicles. Insurance allocations are based on a three-year experience history and are decreasing slightly from the 2003 allocations.

**Activity**

	2002 Actual	2003 Budget	2003 Estimate	2004 Budget	Budget Change
Active Vehicles in Plan	370	370	370	367	(3)
Vehicles Replaced	31	30	26	61	31

Waukesha County  
2004 Vehicle Replacement Plan

<u>Fund</u>	<u>Department</u>	<u>Description</u>	<u>Qty</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Estimated Salvage</u>
010	Pks & Land Use--Gen'l	Utility Vehicle, 4 Wheel	2	\$17,000	\$34,000	\$4,000
010	Pks & Land Use--Gen'l	Utility Vehicle, 6 Wheel	1	\$6,779	\$6,779	\$1,000
010	Pks & Land Use--Gen'l	Pickup, 4X4	2	\$27,440	\$54,880	\$8,000
010	Pks & Land Use--Gen'l	Truck, 1 ton dump	2	\$44,721	\$89,442	\$16,000
010	Pks & Land Use--Gen'l	Pickup, light duty	1	\$18,155	\$18,155	\$4,000
Subtotal:			8		\$203,256	\$33,000
505	Pks & Land Use--Nagawaukee	Sand Trap Rake	1	\$8,257	\$8,257	\$1,000
505	Pks & Land Use--Nagawaukee	Slit Seed, towed	1	\$8,000	\$8,000	\$500
505	Pks & Land Use--Nagawaukee	Greens Mower	3	\$22,778	\$68,334	\$6,000
505	Pks & Land Use--Nagawaukee	Utility Vehicle	1	\$5,720	\$5,720	\$500
505	Pks & Land Use--Nagawaukee	Utility Vehicle, 4 Wheel	2	\$17,000	\$34,000	\$4,000
505	Pks & Land Use--Nagawaukee	Utility Vehicle	1	\$5,574	\$5,574	\$500
505	Pks & Land Use--Wanaki	Triplex, Greensmower	2	\$22,778	\$45,556	\$4,000
Subtotal:			11		\$175,441	\$16,500
400	Public Works -- Hwy Ops	Tandem Truck	3	\$162,240	\$486,720	\$45,000
400	Public Works -- Hwy Ops	Automobile	4	\$17,160	\$68,640	\$16,000
400	Public Works -- Hwy Ops	Patrol Truck	7	\$120,000	\$840,000	\$105,000
400	Public Works -- Hwy Ops	Truck, 1 ton dump	2	\$41,000	\$82,000	\$16,000
400	Public Works -- Hwy Ops	Service Truck	1	\$57,200	\$57,200	\$7,000
400	Public Works -- Hwy Ops	Truck, 1 ton service body	1	\$46,800	\$46,800	\$7,000
400	Public Works -- Hwy Ops	Truck, Aerial bucket	1	\$78,000	\$78,000	\$12,000
400	Public Works -- Hwy Ops	Truck, Aerial bucket	1	\$135,000	\$135,000	\$12,000
400	Public Works -- Hwy Ops	Loader, Rubber Tired	1	\$129,896	\$129,896	\$12,000
400	Public Works -- Hwy Ops	Tractor outfront w/ trailer	2	\$25,948	\$51,896	\$8,000
Subtotal:			23		\$1,976,152	\$240,000
010	Public Works -- Bldg Ops	Sport Utility Vehicle	1	\$22,360	\$22,360	\$5,000
010	Public Works -- Bldg Ops	Mower (UWW)	1	\$19,240	\$19,240	\$2,000
Subtotal:			2		\$41,600	\$7,000
010	Sheriff's Department	Automobile	1	\$23,816	\$23,816	\$4,000
010	Sheriff's Department	Automobile, full sized K9	1	\$22,256	\$22,256	\$4,000
010	Sheriff's Department	Automobile, K9	1	\$21,840	\$21,840	\$4,000
010	Sheriff's Department	Automobile	3	\$21,320	\$63,960	\$12,000
010	Sheriff's Department	Automobile, full sized	2	\$22,360	\$44,720	\$8,000
010	Sheriff's Department	Automobile, full sized	1	\$22,880	\$22,880	\$4,000
010	Sheriff's Department	Automobile, mid sized	1	\$17,264	\$17,264	\$4,000
010	Sheriff's Department	One Ton Swat Van	1	\$21,500	\$21,500	\$4,000
010	Sheriff's Department	Mini Van	1	\$22,360	\$22,360	\$4,000
Subtotal:			12		\$260,596	\$48,000
450	Records Management	Van	1	\$20,280	\$20,280	\$4,000
Subtotal:			1		\$20,280	\$4,000
360	Health and Human Services	Van	2	\$20,592	\$41,184	\$8,000
360	Health and Human Services	Station Wagon	1	\$20,800	\$20,800	\$4,000
360	Health and Human Services	Van, 15 Passenger	1	\$30,160	\$30,160	\$4,000
Subtotal:			4		\$92,144	\$16,000
Total 2004 Replacement Fund Budget			61		\$2,769,469	\$364,500

# WAUKESHA COUNTY

## FIVE YEAR VEHICLE/EQUIPMENT REPLACEMENT PLAN

Fund	Agency	2003 Est.		2004		2005		2006		2007		2008	
		Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost	Units	Cost
400	Public Works Hwy Ops	10	\$943,547	23	\$1,976,152	15	\$1,168,908	17	\$1,272,611	17	\$1,406,192	12	\$1,235,839
10	Public Works Bldg Ops	3	\$55,964	2	\$41,600	1	\$20,280	1	\$20,550	0	\$0	1	\$25,795
10	Sheriff	1	\$19,799	12	\$260,596 #	14	\$307,632	10	\$237,087	2	\$41,620	1	\$20,940
10	Parks & Land Use	5	\$132,393	8	\$203,256	12	\$20,480	7	\$162,402	19	\$439,456	13	\$420,915
505	Moor Downs GC	1	\$7,635	0	\$0	3	\$75,712	0	\$0	2	\$50,056	1	\$19,654
505	Nagawaukee GC	4	\$56,618	9	\$129,885	5	\$93,860	3	\$39,370	7	\$189,652	6	\$155,767
505	Wanaki GC	2	\$30,821	2	\$45,556	6	\$96,252	5	\$90,314	5	\$115,636	5	\$158,984
545	Eble Ice Arena	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
550	Exposition Center	0	\$0	0	\$0	1	\$26,312	1	\$10,275	0	\$0	0	\$0
545	Nagawaukee Ice Arena	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	1	\$69,607
10	Medical Examiner	0	\$0	0	\$0	2	\$47,320	0	\$0	2	\$51,181	0	\$0
150	Human Services	0	\$0	4	\$92,144	0	\$0	0	\$0	0	\$0	0	\$0
450	Records Management	0	\$0	1	\$20,280	0	\$0	0	\$0	0	\$0	0	\$0
010	Information Systems	0	\$0	0	\$0	1	\$20,592	0	\$0	0	\$0	0	\$0
470	Radio Services	0	\$0	0	\$0	0	\$0	0	\$0	1	\$19,235	0	\$0
Total Replacements		26	\$1,246,777	61	\$2,769,469	60	\$1,877,348	44	\$1,832,609	55	\$2,313,028	40	\$2,107,501